

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-RM-M P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
No. 15-1-1

1 March 1992

Boards, Commissions and Committees
COMMITTEES MANAGEMENT

1. Purpose: This regulation prescribes the responsibilities and procedures for administering the Committee Management Program for the Savannah District.

2. Applicability: This regulation applies to all divisions and offices in the Savannah District.

3. References:

- a. AR 15-1
- b. ER 15-1-1

4. Definitions:

a. Committee. A group of team members who are appointed by the Commander to consider, investigate, advise, and usually applies to any committee, conference, council, board, commission, task force, other similar group, or any subcommittee or other subgroup. Committees have all or most of the following characteristics:

(1) Fixed membership

(2) A defined purpose of providing advice regarding a particular subject or subjects.

(3) Regular or periodic meetings.

This regulation supersedes DR 15-1-1, 15 Dec 87
DR 15-1-1
1 Mar 92

b. Types of Committees:

(1) Continuing. A committee established with a general assignment for an unspecified period of time.

(2) Ad Hoc: A committee with a specific life of one year or less whose purpose is limited to problems of limited impact and is nonrecurring.

c. Committee Management Officer (CMO): Appointed by the Commander, the CMO administers the Committee Management Program and ensures compliance with governing regulations by reviewing local committee activities and providing advice to the local staff.

5. General: The following general policies pertain to the establishment, utilization, operation, and termination of all committees within the Savannah District.

a. The term "committee" shall be used in the title of a committee unless designated otherwise by the Commander, by legislation, or by regulation. An ad hoc committee will include the term "as hoc" in its title.

b. Committees may be formed to perform functions such as fact-finding, research, a special studies, inspections, audits, and reviews' committees will not perform duties, responsibilities, or functions that can be achieved effectively through normal command or staff actions. A committee will not perform operational, administrative, or management responsibilities (such as administering programs and making determinations) or effect coordination required to fulfill such responsibilities.

c. All documents proposing or directing the establishment, termination, or modification of a committee will be coordinated with the CMO.

d. All continuing committees will be formally established by memorandum signed by CESAS-DE. Committee members will be formally appointed either by name or position title.

e. All ad hoc committees will be established by memorandum signed by CESAS-DE when membership is composed of personnel from more than one division/office within the Savannah District. The memorandum may be signed by a division or office chief when membership is composed of personnel under his/her jurisdiction. Committee members will be formally appointed by name or position title.

f. The chairman of each committee is responsible for ensuring that minutes of each meeting are maintained.

g. The division or office chief (requesting official) will coordinate membership with each individual and the individual's supervisor before preparing documents asking establishment of the committee.

6. Responsibilities:

a. The Committee Management Program is administered by the Management Analysis Branch (CESAS-RM-M). The Chief, Management Analysis Branch, is the Committee Management Officer (CMO).

b. Division/office chiefs will coordinate with CESAS-RM-M to establish, terminate, or change a committee by the following procedures in paragraph 7 below.

c. The CMO will ensure that each committee is reviewed periodically to determine that it is effectively implemented within the committee charter.

DR 15-1-1
1 Mar 92

7. Procedures:

a. Continuing Committees:

(1) The division or office chief who desires to establish a continuing committee will prepare a CESAS Form 1213, Staff Action Cover Sheet (SACS), proposing the committee and a memorandum establishing the committee. The documents will be coordinated through CESAS-RM-M to the commander. The SACAS will justify fully the reasons for establishing the committee. Examples of formats to be used for the memorandum are at Appendix A. A new committee will require a charter; the format is at Appendix B.

(2) CESAD-RM-M will review the proposal and memorandum and will:

(a) Recommend approval of the proposal and the memorandum
or

(b) Recommend disapproval of the proposal and return it to the requestor with reasons for recommendation.

(3) The commander will review the proposal and the memorandum and (i) approve and sign or (ii) disapprove and return the documents to CESAS-RM-M who will notify the requesting official.

(4) To abolish, modify, or extend the life beyond the original terms of an existing committee, the division/office chief or committee chairman will follow the guidance in 7a(1) above. The CMO will take action as appropriate.

b. Ad Hoc Committees:

(1) The division or office chief who desires to establish an ad hoc committee will prepare a memorandum for the appropriate signature (see par 5e).

DR 15-1-1
1 Mar 92

If the memorandum requires the Commander's signature, the requestor will prepare a SACS, justifying fully the reasons for establishing the committee. These documents will be routed through CESAS-RM-M.

(2) CESA-RM-M will review the proposal to ensure compliance with paragraph 5 and provide advice, if appropriate.

(3) To abolish, modify, or extend the life of an ad hoc committee beyond the original terms of the existing committee, the division/office chief will provide rationale to CESAS-RM-M along with a memorandum to effect the action. The CMO will take action as appropriate.

Encl

DONALD R. HOLZWARTH
Colonel, Corps of Engineers
Commanding

DISTRIBUTION B & D
Plus IM-SM (5)
RM-M (10)

DR 15-1-1
APP A
1 Mar 92

APPENDIX A

CESAS-RM-M (15-1C)

19 July 1991

MEMORANDUM FOR DISTRIBUTION B

SUBJECT: Duty Appointment/Assignment, Resource Advisory Committee

1. Effective this date the Resource Advisory Committee (RAC) is established. The committee consists of the following members:

- Deputy Commander, Chairman
- Deputy District Engineer for Support
- Deputy District Engineer for Project Management
- Chief, Engineering Division
- Chief, Construction Division
- Chief, Operations Division
- Chief, Planning Division
- Chief, Real Estate Division
- Chief, Information Management Office
- Chief, Resource Management Office
- Chief, Civil Works Programs Management Branch

2. Authority: ER 37-1-24

3. Period: Indefinite

4. Purpose: To recommend resources policy, review recommendations from the staff, and make recommendations to the Commander on resource matters which include, but are not limited to, manpower allocations, distribution of fiscal resources, capital equipment acquisition (PRIP), and cost of doing business initiatives.

5. Special Instructions: This memorandum rescinds Permanent Order 90-6, Budget Committee 5-year PRIP; Permanent Order 90-11, Manpower Review Committee; and Permanent Order 90-6, Program Budget Advisory Committee. This committee consolidated the requirements of the foregoing committees into one committee.

DONALD R. HOLZWARTH
Colonel, Corps of Engineers
Commanding

DR 15-1-1
APP A
1 Mar 92

APPENDIX A

CESAS-RM-M (15-1c)

5 June 1991

MEMORANDUM FOR DISTRIBUTION B

SUBJECT: Duty Appointment/Assignment, District Executive Committee

1. Effective this date the District Executive Committee is renewed and consists of the following members:

- District Commander, Chairman
- Deputy Commander
- Deputy District Engineer for Support
- Deputy District Engineer for Project Management
- Chief, Engineering Division
- Chief, Construction Division
- Chief, Operations Division
- Chief, Planning Division
- Chief, Real Estate Division

2. Authority: VOCO

3. Period: Indefinite

4. Purpose: To plan, develop, coordinate, and evaluate the management policies under which the District will operate.

5. Special Instructions: This memorandum rescinds Permanent Order 89-11, 7 April 1989.

ELIAS S. SMITH
Major, Corps of Engineers
Commanding

DR 15-1-1
APP A
1 Mar 92

APPENDIX A

CESAS-RM-M (15-1c)

2 January 1991

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment/Assignment, CONTRACT REVIEW BOARD

1. Effective this date the Contract Review Board is revised to reflect a change in membership:

Robert C. Hoffman, Chairman & Member - Contracting Division
Billy B. Beasley, Alternate Chairman & Member - Contracting Division
Shirley M. Walker, Alternate Member - Contracting Division
C.D. Mette, Member - Resource Management Office
Tami Garrett, Alternate Member - Resource Management Office
Homer G. McBrayer, Member - Construction Division
John J. Caggiano, Alternate Member - Construction Division
Charles F. Truett, Alternate Member - Construction Division
Carl Postlewait, Member, Engineering Division
Joseph H. Rogers, Alternate Member - Engineering Division
William Smith, Alternate Member - Engineering Division
M.J. Yuschishin, Member - Planning Division
Ronald A. Lanier, Alternate Member - Planning Division
Paul S. Metz, Jr., Alternate Member - Planning Division
Richard C. Sowning, Member - Operations Division
Walte Schaaf, Alternate Member - Operations Division
Keith Crowe, Alternate Member - Operations Division
Williams A. Hough, Member - Office of Counsel
Williams R. Lewis, Alternate Member, Office of Counsel
Eldries J. Colbert, Alternate Member - Office of Counsel
James M. Ellis, Member - Real Estate Division
Tommy R. Hill, Alternate Member - Real Estate Division
Guy A. Parsons, Alternate Member - Real Estate Division

2. Authority: AFARS 1.691-2(g) and CEPR memo, 16 Mar 88, subject: Establishment con Contract Review Boards.

DR 15-1-1

APP A

1 Mar 92

3. Period: Indefinite.

4. Purpose: To review awards of Civil and Military negotiated contracts and associated Business Clearance Memorandums.

5. Special Instructions: This memorandum rescinds Permanent Order 90-3 dated 28 February 1990.

FOR THE COMMANDER:

Distribution B

ELIAS S. SMITH
Major, Corps of Engineers
Deputy Commander

DR 15-1-1
APP B
1 Mar 92

APPENDIX B

COMMITTEE CHARTER

1. Name of Committee: Full name or title of committee exactly as established. If subcommittee, include name of parent committee.
2. Date Established: Date the committee was formally established. (If the committee has replace an identical or similar committee that was established under another name, show the name of the former committee and the date of its establishment, if known, or show the name of the superseded committee in parentheses following the name of the present committee under item 1 above).
3. Date to be Terminated. The date through which a committee is authorized or proposed to be continued.
4. Mission or Purpose. Brief description of the mission or purpose of the committee.
5. Direction and Control: Title of officer and name of organization to whom the committee reports and from whom it receives its direction.
6. Authority: List directives authorizing or suggesting committee, if applicable, or if no written directive, verbal authority.
7. Composition: The Chairman, members, and other representatives by name or position.